



Town of Dumfries
Council Meeting

Meeting Date:

May 22, 2012

Agenda Item#

V - A

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- ☒ CONSENT AGENDA
☐ PRESENTATION
☐ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

- ☐ INFORMATION ONLY
☐ DISCUSSION ONLY
☐ DISCUSSION AND/OR DECISION
☐ Introduction ☒ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws

PRESENTER: Morgan Brim

PRESENTER TITLE: Town Planner/Zoning Administrator

AGENDA ITEM:

Ordinance Adopting the Fee Schedule for Site Plan Review, Zoning Applications, Building Inspections, and Labor/Equipment Rates

BACKGROUND / SUMMARY:

Town Council held a public hearing at its May 8, 2012 meeting

ATTACHMENTS:

Public Hearing Notice
Fee Schedule
Ordinance

REQUESTED ACTION: ☐ NO ACTION REQUESTED

Adopt the ordinance amending the fee schedule

FOR MORE INFORMATION, CONTACT: Name: Morgan Brim

Phone#: 703-221-2400 ext. 118

E-mail: mbrim@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

☐ PASSED

☐ NOT PASSED

Y N

☐ ☐ Barr
☐ ☐ Jurgensen
☐ ☐ Vacant

Y N

☐ ☐ Foreman
☐ ☐ Toney

Y N

☐ ☐ Forrester
☐ ☐ Washington

TOWN OF DUMFRIES

NOTICE OF PUBLIC HEARING

**BY THE TOWN COUNCIL
OF THE TOWN OF DUMFRIES, VIRGINIA ON**

**May 8, 2012 AT 7:00 PM or
as soon thereafter as may be heard**

The Town Council of the Town of Dumfries hereby gives notice of a Public Hearing on the adoption of an ordinance to amend the Town of Dumfries Fee Schedule, pursuant to Virginia Code § 15.2-107, for the purposes of adjusting and increasing fees levied pursuant to site plan review and zoning applications, (Va. Code Section 15.2-2200 *et seq.*), for building inspections (Va. Code Section 36-105) and labor & equipment rates (Va. Code Section 15.2-900 *et seq.*).

All supporting material is available for public inspection at the Office of the Town Clerk at 17755 Main Street, Dumfries, Virginia 22026 between the hours of 8:30 AM and 5:00 PM; M-F. The public hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should or needing to discuss accommodation of a disability should contact the Town Clerk at 703-221-2400 or dhobgood@dumfriesva.gov, during normal working hours.

**BY NANCY H. WEST, MAYOR
TOWN OF DUMFRIES, VIRGINIA**

Instruction to Publisher: Run this notice one time on April 25, 2012 and one time on May 2, 2012.

Fee Schedule

for the Town of Dumfries, Virginia

effective July 1, 2012

SITE PLAN REVIEW FEES	
Application	Fee
Nonresidential Site Plan, Multi-Family Site Plan, and major revisions to an approved plan	\$1,000
Single-Family & Townhouse Subdivision Plan, Minor Nonresidential Site Plan, and Grading Plan (over 2,500 square feet)	\$500
Plat Review (Subdivision, easement, consolidation, vacation)	\$350
Waiver request	\$300
Pre-submission Meeting	\$100 per hour per discipline, \$75 minimum
Subsequent reviews and minor revisions to an approved plan	\$100/sheet

The Zoning Administrator and Director of Public Works reserve the right to assign fees for items not shown above.

LABOR AND EQUIPMENT RATES	
Activity	Fee
Labor, without tools	\$25 per hour
Labor, with tools including: Weed eater & cord, weed eater & blade, sidewalk edger, shovels, rakes, pitchforks, grubbing hoe, machete, bush axe, pruning saws, and hand pruners	\$35 per hour
Labor with chainsaw	\$35 per hour
Labor with push mower	\$35 per hour
Labor with riding behind mower	\$45 per hour
Labor with riding mower	\$45 per hour
Labor with tractor & bushhog	\$65 per hour
Labor with dump truck (minimum 5 ton)	\$75 per hour
Labor with pickup truck (minimum 3/4 ton)	\$40 per hour
Labor with stake body truck (minimum 1 ton)	\$50 per hour
Skid steer and attachments with operator	\$60 per hour
Mini excavator with operator	\$65 per hour
Small rubber-tire loader/scratcher with operator	\$65 per hour
Director of Public Works	\$100 per hour
Building Inspector	\$100 per hour
Administration	\$50 per hour

Immediate response services (within 24 hours): additional 50% on labor and equipment rates

The Director of Public Works reserves the right to assign fees for items not shown above.

BUILDING FEES

Application	Fee
Construction Plan Review	
Residential Plan Review (new construction)	\$300
Residential Plan Review (additions, remodeling, alterations)	\$150
Commercial/Industrial Plan Review (new, additions)	\$300
Subsequent Review Fee	\$100 per sheet
Commercial/Industrial Plan Review (tenant layout, alterations)	\$150
Subsequent Review Fee	\$100 per sheet
Residential Construction Permit Application	
Residential (new construction)	\$700 minimum (Includes permit and 4 inspections*)
Residential (additions, remodeling, alterations)	\$500 (Includes permit and 4 inspections*)
Residential (Decks)	\$300 (Includes permit and 2 inspections*)
Residential (Plumbing)	\$50 permit fee \$100 per inspection**
Residential (HVAC)	\$50 permit fee \$100 per inspection**
Residential (Electrical)	\$50 permit fee \$100 per inspection**
Residential (Occupancy Permit)	\$50 permit fee \$100 per inspection**
Commercial Construction Permit Application	
Commercial (new, additions)	\$1,100 (Includes permit and 10 inspections*)
Commercial (tenant layout, alterations)	\$900 (Includes permit and 8 inspections*)
Commercial (Plumbing)	\$50 permit fee \$100 per inspection**
Commercial (HVAC)	\$50 permit fee \$100 per inspection**
Commercial (Electrical)	\$50 permit fee \$100 per inspection**
Commercial (Occupancy Permit)	\$50 permit fee \$100 per inspection**
Fire Marshal Inspection (sprinklers, fire alarm)	As set by Prince William County Fire Marshal's Office
Other Fees	
Minor Plan Review	Determined by Building Official
Site Inspection (storm sewer, water, sewer lines)	\$150 per inspection
Code Compliance Inspection (requested by customer)	\$200 per inspection
Pre-Design Meeting	\$100 per hour - \$75 minimum
Construction Meeting	\$100 per hour per discipline - \$75 minimum
Reinstatement of Rescinded or Suspended Construction Permit	\$100
Reinstatement of Responsible Parties for Construction Permits	\$100
FAILURE TO OBTAIN PERMIT	\$500 plus cost of Permit

* Additional inspections: \$100 each

** Inspections may be combined into one inspection at \$150

A 2% levy for building fees is already included in the cost shown above.

The Building Official reserves the right to assign fees for items not shown above.

ZONING FEES

<u>Application</u>	<u>Fee</u>	
Buildings, Occupancy, & Accessory Structures		
Zoning Approval for Occupancy (tenant known)	\$25	
Zoning Approval for accessory residential structures	\$25	
Planning Applications		
Application for Rezoning	For less than 3 acres:	\$2,000 + \$1,000 per acre or portion thereof;
	for 3 or more but less than 6 acres:	\$4,750;
	for 6 or more acres:	a base fee of \$6,250,
		plus the following fee per acre based on desired zoning district:
		residential: \$175;
		B-1: \$150;
		B-2: \$125;
		FB/O-1: \$175;
M-1: \$200		
Zoning Text Amendment	\$500	
Special Exceptions		
Conditional Use Permit (residential)	\$500	
Conditional Use Permit (non-residential)	Base fee:	\$500
	Plus:	\$2,500 per acre or portion thereof above 1
	Or, for these specific instances:	
	\$1,250	Adult day care facility or Child care facility over 1 acre
	\$1,750	Religious institution without related services or Veterinary hospital with kennel over 1 acre
	\$5,750	Motor vehicle sales or Religious institution with related services over 3 acres
	\$7,750	Marina over 5 acres
Board of Zoning Appeals		
Appeal to the Board of Zoning Appeals	\$600	
Variance application to the Board of Zoning Appeals (residential)	\$600	
Variance application to the Board of Zoning Appeals (non-residential)	\$600	
Architectural Review Board		
Certificate of Appropriateness	\$25	

For any applications that require public hearings, applicant is also responsible for the cost of advertising such public hearings

The Zoning Administrator reserves the right to assign fees for items not shown above.

ZONING FEES (cont'd)

Zoning Determinations & Certifications

Certification of Non-Conforming Use (residential)	\$30
Verification of/interpretation of/changes to Non-Conforming Use (Commercial / Industrial)	\$30
Zoning Interpretations/ Proffer/ SUP Determinations	\$100
Zoning Certification Letter required by banks prior to lending	\$65
Zoning Compliance Certification - Signature of Zoning Administrator required on DMV forms (for Motor Vehicle sales, salvage, vehicle removal operator, etc.)	\$25

Home Businesses

Home Occupation	\$25
Home Business	\$25

Signs

Sign (new - also requires building permit, possibly electrical permit)	\$55.00 + \$1.00 per square foot, or \$75, whichever is less
Sign (reface - no building or electrical permit needed)	\$25.00 + \$1.00 per square foot, or \$50, whichever is less
Temporary Sign/ Banner	\$25 *,**

*Fee is waived for a single "Grand Opening" banner for new businesses upon initial start of business

**Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date (but a permit is still required and sign still must conform to Zoning Ordinance)

*,** In these instances, a permit is still required and sign still must conform to Zoning Ordinance

Temporary Sign Deposit	Minimum \$50, subject to increase by the Zoning Administrator if previous approvals were violated in any way
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Temporary Uses

Temporary Use Permit	Minimum \$25 for small events, \$100 for medium-impact events, \$500 for large events such as carnivals and circuses
Temporary Use Deposit	Minimum \$50 for small events, \$500 for medium-impact events, \$5,000 for large events such as carnivals and circuses, subject to increase by the Zoning Administrator if previous approvals were violated in any way

For any applications that require public hearings, applicant is also responsible for the cost of advertising such public hearings

The Zoning Administrator reserves the right to assign fees for items not shown above.

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON MAY 22, 2012, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:

Dorothea D. Barr, ____;
Gerald M. Foreman, II, ____;
Kristin W. Forrester, ____;
Michele D. Jurgensen, ____;
Willie J. Toney, ____;
Gwen P. Washington, ____;
Vacant

AN ORDINANCE TO AMEND THE TOWN OF DUMFRIES FEE SCHEDULE

WHEREAS, the Town Staff initiated the process to amend the fee schedule that was adopted in 2004 for site plan, building & zoning fees and labor/equipment rates; and

WHEREAS, the Town Staff introduced proposed changes to the fee schedule in a discussion meeting with the Town Council at the April 3, 2012 meeting of Town Council; and

WHEREAS, per the request of Council, staff amended the fee schedule for fees to be equal to or less than similar fees found in the Stafford and Prince William County fee schedules; and

WHEREAS, the Dumfries Town Council held a duly advertised public hearing on the fee schedule on May 8, 2012; and

WHEREAS, the Dumfries Town Council finds that the fee schedule proposed by Town Staff, serves a valid public purpose and furthers the goals of the Town of Dumfries Comprehensive Plan.

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Dumfries on this the 22nd day of May, 2012, the amended fee schedule, attached, is hereby adopted and approved.

By Order of Council:

Gerald M. Foreman, Mayor

Attest: _____
Dawn Hobgood, Town Clerk